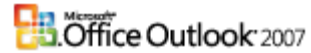


Share Your Calendar via E-Mail

If you want to share your calendar with colleagues, here's how:



1. Open your calendar, and then click **Send a Calendar via E-mail**.
2. Select the period that you want to share (such as today, tomorrow, or the next 7 days).
3. You now have an e-mail message ready to send with your selective calendar details attached. Enter the e-mail addresses of those you want to receive it, and then send the message.